

TOUR EXPENSES CONTINGENT BILL – IIPE (V)

| Details of Move:- Journey Commenced Journey Concluded From To By Air / Train / Hrs date From To / Road 1. Total absence from HQ days. 2. Total Journey Period days. 3. Total Halt at for days. 4. Hotel Accommodation for days @ per day | Name | : | | | Desi | g | | _ Emp. N | lo |
|--|--------------|---------|------------------|-------------|--------------------|-----------|-----------|-----------------|---------------|
| Authority: Specific nature of duty: Details of Move:- Journey Commenced Journey Concluded Station By Air / Train / Hrs date From To / Road 1. Total absence from HQ days. 2. Total Journey Period days. 3. Total Halt at for days. 4. Hotel Accommodation for days @ per day | Basic | Pay 8 | R Pay Level | | Banl | < Accou | ınt No | | |
| Details of Move:- Journey Commenced Journey Concluded Station By Air / Train / Hrs date From To / Road | Bank A | Addres | ss | | | | | IFSC | |
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| 3. Total Halt at | 1. | Total | | | | | | | |
| 4. Hotel Accommodation for days @ per day | 2. | Total | Journey Period_ | | days | 3. | | | |
| 5. Food Charges for days @ per day | 3. | Total | Halt at | | for | | | _ days. | |
| 6. Road Mileage at from Kms. By taxi / auto . @ Rs per KM. | 4. | Hotel | Accommodation | for d | ays @ | p | er day | Rs | • |
| to and back for Kms. By taxi / auto . @ Rs per KM. | 5. | Food | Charges for | days (| <u>@</u> ا | oer day | | Rs | - |
| auto . @ Rs per KM. | 6. | Road | Mileage at | | fro | m | | | |
| 7. Road Mileage at from Kms. By taxi / auto. @ Rs per KM. | | | | | | | _ Kms. By | | |
| auto. @ Rs per KM. | 7 | | | - | | m | | | |
| Total Rs Less advance drawn from IIPE on dated (-) Rs Amount due to Self / IIPE Rs Only) Received Payment Name: Desig : | / . | | | | | | _ Kms. B | | |
| Less advance drawn from IIPE on dated (-) Rs Amount due to Self / IIPE Rs. (In words Rupees Only) Received Payment Name: Desig : | | auto. | w Ks | pei | NI ^M I. | | | | |
| Less advance drawn from IIPE on dated (-) Rs Amount due to Self / IIPE Rs. (In words Rupees Only) Received Payment Name: Desig : | | | | | | To | | | |
| Amount due to Self / IIPE Rs. (In words RupeesOnly) Received Payment Name: Desig: | Less a | dvanc | e drawn from IIF | PE on dated | | | | Rs | |
| (In words RupeesOnly) Received Payment Name: Desig: | | | | | Amount du | e to Sel | | Rs. | |
| Name: Desig : | (In wo | ords Ru | upees | | | | <u>-</u> | | |
| Desig: | | | | | Nam | ne: | | | ····· |
| Conta 2/ | | | | | Desi | g: | | | Contd 2/- |

Certified that:

| 1. | The journer | y was actually | performed by | y me on tem | porary duty | / tour as defined. |
|----|-------------|----------------|--------------|-------------|-------------|--------------------|
| | | | | | | |

| 2. | I performed road journey by own car/ own scooter/ engaging full taxi/ auto rickshaw and did not use Govt./any free transport for which road mileage allowance has been claimed. Amount of road mileage claimed has actually been incurred by me. | | | | | | |
|----|--|--|--|--|--|--|--|
| 3. | I did not use any concession voucher for any portion of journey for which the bill is preferred. | | | | | | |
| 4. | I stayed from to in in Hotel which provides lodgings/ boarding at tariff rate vide bill enclosed. | | | | | | |
| 5. | I was actually and not merely constructively present out station on the days on which Hotel DA had been claimed. I did not proceed on C/L or any other leave during the period in question. I was on leave from to | | | | | | |
| 6. | I have not been provided with free messing/ accommodation during my absence at out station. | | | | | | |
| 7. | The payment in question has not so far been claimed / received by me. | | | | | | |
| 8. | The food charges claimed above are actually incurred by me. | | | | | | |
| | Employee's Sign | | | | | | |
| | Name : | | | | | | |
| | Desig: | | | | | | |

Approved

(Approved for a sum of Rs. _____)

Registrar